Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructional Focus**



Course Title: Student Rules and Regulations

LAP Title: Attendance Policy and Procedures

LAP Objective: Upon completion of this LAP you will be able to describe the Francis Tuttle attendance policy and determine the maximum absences allowed within a given timeframe. This will be evidenced by scoring at least 90% on the LAP test.

**Specific Learning Objectives**

1. State the reason for an attendance policy.
2. Describe reasons for exempted absences.
3. Explain a reason for withdrawal based on attendance.
4. Define a tardy.
5. Determine the maximum absences available.
6. Determine the number of absences available before going on probation.
7. Describe the Reinstatement Procedure Process.

 **Academic Skills**

1. Reading – Main Ideas and Author’s Approach
2. Reading – Supporting Details
3. Reading – Generalizations and Conclusions

**Resources**

All necessary content is included within this LAP

**Performance Tasks**

Place a check beside each number as you complete the steps on this page.

1. Read The LAP and Specific Objectives on the Cover Sheet
2. Read and Study Information Sheet #1, WHY WE HAVE AN ATTENDANCE POLICY, page 3 of this LAP.
3. Read and Study Information Sheet #2, FRANCIS TUTTLE ATTENDANCE POLICY, pages 4-5 of this LAP.
4. Do Assignment Sheet #1, page 6 of this LAP.
5. Read and Study Information Sheet #3, DETERMINING MAXIMUM ABSENCES, pages 7 and 8 of this LAP.
6. Do Assignment Sheet #2, page 9 of this LAP.
7. Read and Study Information Sheet #4, REINSTATEMENT PROCEDURE, page 10 of this LAP.
8. Take LAP Test. (See your Instructor.)
9. If You score at least 90%, see your instructor for the next LAP in your program. If you did not score at least 90%, then repeat Steps 2 through 8

**Assessment**

You will complete a written LAP test. A score of at least 90% must be obtained before you may continue to the other LAPs in your program.

**INFORMATION SHEET #1**

**Why We Have an Attendance Policy**

Because of the commitment of Francis Tuttle to prepare students for jobs / careers, many of the policies and procedures of the school reflect those found in the workplace rather than those typically found in school.

Students are expected to attend classes. Class attendance is vitally important to learning a vocational skill. The daily give-and-take of instruction and demonstration of equipment use is needed to provide the student with the proper skills for specific occupations. A student who is habitually absent or tardy will miss receiving maximum benefits from their training and will not develop acceptable work habits.

*Note: Later on in this LAP, you will be provided examples of how to determine maximum number of absences allowed per semester based upon your entry date.*

**INFORMATION SHEET #2**

**Francis Tuttle Attendance Policy**

Ninety-one percent (91%) attendance of scheduled hours per semester is expected for successful completion. This allows only nine percent (9%) absences. Students are expected to be in class on time.

*Note: An absence is defined as missing more than 30 minutes of class time.*

* Students who miss in excess of five percent (5%) of scheduled hours per semester will be placed on probation. Probation may deny student participation in special activities and may impose additional restrictions.
* Students who miss in excess of nine percent (9%) of scheduled hours will be withdrawn.
* Attendance is prorated for students entering during the semester or who are on a non-traditional schedule.
* Students who exceed the attendance policy will be withdrawn and will forfeit the opportunity to attend the following semester.
* High school students who exceed 8 absences will be returned to the high school at the 9-weeks for block schools or the semester for traditional schools.

**Tardies -** Students arriving late or leaving class early, resulting in missing up to 30 minutes of class, will be marked tardy. Each incident will count as one (1) tardy. Six tardies equal one absence.

Attendance Policy Continued

|  |  |
| --- | --- |
| **High School Students** | **Adult Students** |
| ***What Doesn’t Count Against The 91% Attendance Policy***Exempted absences are recorded. Progress for curriculum is expected for any of the following: |
| Pre-approved home school activities\*, illness with a doctor's note, or bereavement leave do not count against the 91 percent attendance requirement.\* For approval of home school activities, students must have at least a grade of "C" in their FT class and not be on probation. An activity form must be completed at least three (3) days in advance.Pre-approved job interviews, job orientations, or professional workshops do not count against the 91 percent attendance requirement. | Pre-approved required jury duty, court appearance and military duty or bereavement leave do not count against the 91 percent attendance requirement. Documentation must be provided for all leave requests.Pre-approved job interviews, job orientations or professional workshops do not count against the 91 percent attendance requirement.  |
| ***Leave of Absence***A Leave of Absence is recorded. A student is not required to maintain progress in class while on a Leave of Absence. |
| Not Applicable | Two leaves of absence may be granted to a student for a combined total of five (5) consecutive days or greater (not to exceed 20 class days), and must be approved by the instructor, and the instructional director, or designee. A leave of absence will be granted only two times in a school year. A student must be enrolled 20 consecutive school days in each school year, upon reinstatement, or following a first leave of absence to be eligible for a leave of absence. **JTPA or Voc-Rehab** clients need written permission from the funding agency. **VA and VA/VR** clients must have written permission from your Francis Tuttle VA Representative. |
| ***Missing Class without Contacting School*** |
| Not Applicable | Students who miss five (5) consecutive days without contacting the school will be withdrawn. |
| ***Probation*** |
| A record of 5% absences or above will place a student on probation. A notice will be sent directly to your home from the Student Administrative Services office. |
| ***Make-Up Time*** |
| It may be possible for a student on attendance probation to arrange for up to 18 hours of make-up time (30 hours if full-time) per semester. Students may do make-up time with their instructor, in the Student Administrative Services study center, or in scheduled Saturday morning and Monday evening classes. |
| ***Reinstatement Process*** |
| Students withdrawn for attendance may seek reinstatement through Student Administrative Services. |

**ASSIGNMENT SHEET #1**

**Directions: Answer the following questions with brief but complete answers. After you have completed this Assignment Sheet, check your answers with those found on page 11.**

1. Why is the attendance policy stressed at Francis Tuttle?

2. What action will be taken when a student exceeds the attendance policy?

3. High School Students only: A high school student will be returned to the high school at the 9-weeks for block schools or at the semester for traditional schools when they exceed \_\_\_ absences.

4. High School students only: Describe a condition for which a secondary (high school) student may miss class without having the absence counted against the 91% attendance requirement.

5. Adult students only: Describe a condition for which an adult student may miss class without having the absence counted against the 91% attendance requirement.

6. What is considered a tardy? How many tardies equal one absence?

7. What is the maximum amount of hours allowed for make-up time?

**INFORMATION SHEET #3**

**Determining Maximum Absences**

**High School** students enrolled at Francis Tuttle attend classes either in the morning session (a.m.) or in the afternoon session (p.m.). Both sessions are about three (3) hours in length so you attend 1/2 day.

**Adult** students enrolled at Francis Tuttle may be a 1/2 day student (a.m. or p.m.) or a full-time student (both a.m. and p.m.).

A student is counted absent once for missing a session. A full-time student is counted absent **twice** if both the a.m. and p.m. sessions are missed in a single day.

Francis Tuttle's attendance policy states ninety-one percent (91%) attendance is expected for successful completion. Students who miss in excess of five percent (5%) of scheduled hours per semester will be placed on probation. Students who miss in excess of nine percent (9%) of scheduled hours per semester will be withdrawn.

Based on your entry date, the chart on page 13 will help you determine your maximum allowable absences during the semester. The maximum number of allowed absences depends on:

* Your class schedule -- full-time or half-time

AND

* Your date of entry during the semester.

The following examples are provided to help you determine your maximum allowable absences per semester.

**For these examples, refer to the chart on page 13.**

**Example 1:**

Student A started classes on August 17 as an a.m. student. Reading the chart for the date of August 17, Student A will have 8 absences allowed for the semester. When Student A has 4 absences, Student A will be placed on probation. Student A will be withdrawn if student A exceeds 8 absences in the semester.

**Example 2:**

Student B started classes on October 24 as a p.m. student. Reading the chart for the date of October 24, Student B will have 4 absences allowed for the semester. When Student B has 2 absences, Student B will be placed on probation. Student B will be withdrawn if student B exceeds 4 absences in the semester.

**Example 3:**

Student C started classes on January 3 as a full-time student. Reading the chart for the date of January 3, Student C will have 16 absences allowed for the semester. When Student C has 8 absences, Student C will be placed on probation. Student C will be withdrawn if Student C exceeds 16 absences in the semester.

**Note: A full-time student is counted absent twice for missing one full day - once for the a.m. session and once for the p.m. session.**

**ASSIGNMENT SHEET #2**

**Directions: Using the charts on page 12, fill in the blanks for the following. After you have completed this Assignment Sheet, check your answers with those on page 12.**

1. Student A started classes on August 17 as an a.m. student. Student A will have \_\_\_\_\_ absences allowed for the semester. Student A will be placed on probation when student A has \_\_\_\_ absences. Student A will be withdrawn if Student A exceeds \_\_\_\_ absences in the semester.

2. Student B started classes on September 19 as a p.m. student. Student B will have \_\_\_ absences allowed for the semester. Student B will be placed on probation when student B has \_\_\_\_ absences. Student B will be withdrawn if student B exceeds \_\_\_ absences in the semester.

3. Student C started classes on January 3 as a full-time student. Student C will have \_\_\_ absences allowed for the semester. Student C will be placed on probation when student C has \_\_\_ absences. Student C will be withdrawn if Student C exceeds \_\_\_ absences in the semester.

**INFORMATION SHEET #4**

**Reinstatement Procedure**

A student withdrawn because of poor attendance may apply to the Campus Administrator for reinstatement. This request must be in writing stating the reasons for all absences accrued during the current semester. The request will be considered by the "Reinstatement Committee." This committee is comprised of the Campus Administrator, Dr. Millie Weatherford, Director for the department (see below), and one other administrator or counselor. This committee will consider the reasons for each absence, the student's performance in class prior to withdrawal, and any previous discipline infractions in reaching a decision to grant or deny reinstatement. In general, only those students with highly unusual and mitigating circumstances will be granted reinstatement. For this reason, any possible documentation leading to a student's absences should be included with the written request for reinstatement.

**Students gaining reinstatement status may be placed on a waiting list if vacancies are not immediately available in their program.**

|  |  |
| --- | --- |
| **Department** | **Director** |
| Portland Campus | Danny King |
| Computer and Business/Information Technology | Linda Lindsey |
| Health Sciences | Mark Pierce |
| Trade and Technical/Personal Services | Denton Blevins |
| Reno Campus | Tim Perdue |

**ANSWER KEY FOR**

**ASSIGNMENT SHEET #1**

1. Why is the attendance policy stressed at Francis Tuttle?

 **Because of the commitment of Francis Tuttle to provide job skills training which best prepares students for the work place, or ....**

 **Class attendance is vitally important to learning a vocational skill.**

2. What action will be taken when a student exceeds the attendance policy?

 **Student will be withdrawn**

3. High School Students only: A high school student will be returned to the high school at the 9-weeks for block schools or the semester for traditional schools when they exceed \_\_\_\_\_\_ absences.

 **Eight**

4. High School Students Only: Describe a condition for which a high school student may miss class without having the absence count against the 91% attendance expectation.

 **Pre-approved home school activities, or**

 **illness with a doctor's note, or**

 **bereavement leave.**

5. Adult students only: Describe a condition for which an adult student may miss class without having the absence counted against the 91% attendance expectation.

 **Pre-approved job interviews, or**

 **pre-approved professional workshops, or**

 **jury duty, or**

 **military duty, or**

 **bereavement leave.**

6. What is considered a tardy? How many tardies equal one absence?

 **Missing 30 minutes or less of class time. Six.**

7. What is the maximum amount of hours allowed for make-up time?

 **18 hours (30 hours if full-time).**

**ANSWER KEY FOR**

**ASSIGNMENT SHEET #2**

1. Student A started classes on August 17 as a p.m. student. Student A will have **8** absences allowed for the semester. Student A will be placed on probation when Student A has **4** absences. Student A will be withdrawn if Student A exceeds **8** absences in the semester.

2. Student B started classes on September 19 as a p.m. student. Student B will have **6** absences allowed for the semester. Student B will be placed on probation when Student B has **3** absences. Student B will be withdrawn if Student B exceeds **6** absences in the semester.

3. Student C started classes on January 3 as a full-time student. Student C will have **16** absences allowed for the semester. Student C will be placed on probation when Student C has **8** absences. Student C will be withdrawn if Student C exceeds **16** absences in the semester.

**Maximum Number of Allowed Absences**

|  |
| --- |
| **FALL SEMESTER '17**  |
| **Entry Date** | **A.M. or P.M.** **Students**  | **Full-time** **Students**  |
|  | **Maximum****Allowed** | **Probation** | **Maximum****Allowed** | **Probation** |
| 17-Aug-17 | 8  | 4  | 16  | 8  |
| 19-Sep-17 | 6  | 3  | 12  | 6  |
| 24-Oct-17 | 4  | 2  | 8 | 4  |

|  |
| --- |
| **SPRING SEMESTER '18**  |
| **Entry Date** | **A.M. or P.M.** **Students**  | **Full-time** **Students**  |
|  | **Maximum** **Allowed**  | **Probation** | **Maximum****Allowed** | **Probation** |
| 3-Jan-18 | 8  | 4  | 16  | 8  |
| 13-Feb-18 | 6  | 3  | 12  | 6  |
| 27-Mar-18 | 4  | 2  | 8 | 4 |
| **SUMMER SESSION '18**  |
| 1-Jun-18 | 2  | 1 | 4  | 2  |

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### LAP TEST\PP.O1 Attendance Policy and Procedures

**Directions: Circle the correct answer.**

1. Per semester, what percentage of scheduled hours in class is required for successful completion?

 a. 85 %

 b. 91 %

 c. 6%

 d. 9%

2. A student will be placed on probation after missing what percentage of scheduled hours?

 a. 85%

 b. 91%

 c. 5%

 d. 9%

3. Students are allowed to make-up time not to exceed \_\_\_\_ hours per semester and not to exceed \_\_\_ hours if full-time.

 a. 18 & 30

 b. 10 & 20

 c. 6 & 12

 d. 5 & 10

4. If a full-time student misses one full day of classes, he will be counted absent once.

 a. True

 b. False

5. A student who misses in excess of 9% of scheduled hours per semester will be withdrawn and forfeit the opportunity to attend the following semester.

 a. True

 b. False

6. Class attendance is vitally important to learning a vocational skill.

 a. True

 b. False

1. If an adult student misses five consecutive days without contacting the school, they will be withdrawn.

 a. True

 b. False

8. A student withdrawn because of attendance may apply to the Campus Administrator for reinstatement.

 a. True

 b. False

**Fill in the Blank**

**Directions: Use the chart on the following page to fill in the blanks.**

9. Student C started classes on March 27 as a p.m. student. Reading the chart for the date of March 27, Student C will have \_\_\_ absences allowed for the semester. Student C will be placed on probation when student C has \_\_\_ absences. Student C may be withdrawn if Student C exceeds \_\_\_ absences in the semester.

10. You started class on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. How many absences are you allowed for this semester? \_\_\_\_\_. You will be placed on probation at \_\_\_\_\_ absences.

**Maximum Number of Allowed Absences**

|  |
| --- |
| **FALL SEMESTER '17**  |
| **Entry Date** | **A.M. or P.M.** **Students**  | **Full-time** **Students**  |
|  | **Maximum****Allowed** | **Probation** | **Maximum****Allowed** | **Probation** |
| 17-Aug-17 | 8  | 4  | 16  | 8  |
| 19-Sep-17 | 6  | 3  | 12  | 6  |
| 24-Oct-17 | 4  | 2  | 8 | 4  |

|  |
| --- |
| **SPRING SEMESTER '18**  |
| **Entry Date** | **A.M. or P.M.** **Students**  | **Full-time** **Students**  |
|  | **Maximum** **Allowed**  | **Probation** | **Maximum****Allowed** | **Probation** |
| 3-Jan-18 | 8  | 4  | 16  | 8  |
| 13-Feb-18 | 6  | 3  | 12  | 6  |
| 27-Mar-18 | 4  | 2  | 8 | 4 |
| **SUMMER SESSION '18**  |
| 1-Jun-18 | 2  | 1 | 4  | 2  |

**ANSWER KEY FOR LAP TEST\PP.O1**

### Attendance Policy and Procedures

1. Per semester, what percentage of scheduled hours in class is required for successful completion?

 a. 85%

 ***b. 91%***

 c. 6%

 d. 9%

2. A student will be placed on probation for the duration of the semester after missing what percentage of scheduled hours?

 a. 85%

 b. 91%

 ***c. 5%***

 d. 9%

3. Students are allowed to make-up time not to exceed \_\_\_hours per semester and not to exceed \_\_\_ hours if full-time.

 ***a. 18 & 30***

 b. 10 & 10

 c 6 & 12

 d. 5 & 10

4. If a full-time student misses one full day of classes, he will be counted absent once.

 a. True

 ***b. False***

5. A student who misses in excess of 9% of scheduled hours per semester will be withdrawn and forfeit the opportunity to attend the following semester.

 ***a. True***

 b. False

6. Class attendance is vitally important to learning a vocational skill.

 ***a. True***

 b. False

7. If a student misses five consecutive days without contacting the school, they will be withdrawn.

 ***a. True***

 b. False

8. A student withdrawn because of attendance may apply to the Campus Administrator for reinstatement.

 ***a. True***

 b. False

9. Student C started classes on March 27 as a p.m. student. Reading the chart for the date of March 27, Student C will have **4** absences allowed for the semester. Student C will be placed on probation for the remainder of the semester when student C has **2** absences. Student C will be withdrawn if Student C exceeds **4** absences in the semester.

10. You started class on (student's entry date). How many absences do you have allowed for this semester? (Based on student's entry date). You will be placed on probation at (Based on student's entry date) absences.